

COMMERCIAL SITE PLAN
APPLICATION PROCEDURES

Each application for a building permit for which approval of a Commercial Site Plan by the Madison County Engineer is required shall include one (1) copy of plans showing all information required for review of the proposed work by the Madison County Engineer.

Completed application packages shall be submitted to the Madison County Subdivisions office located at 266 - C Shields Road, Huntsville, AL, 35811. If you have further questions call 256-746-2925 or email Krogers@madisoncountyal.gov

Upon review and/or approval, one (1) copy of the plans may be picked up. Additional copies of the approved plans will be stamped as approved and requested by the engineer if desired. The engineer may submit plans informally in hard copy or electronically for review and comments prior to submittal of an application.

Construction must begin within one year of the permit approval date and must be completed within two years of the approval date. Otherwise, the permit is void and the commercial site plan application review process must begin again.

REQUIRED INFORMATION

A complete application package shall include information on the following items.

☐ 1. An address must be obtained and/or approved by Madison County House Numbering, (Phone 256-746-2909) prior to submitting plans for review. A copy of the email from Heather Renfroe or her initials below will be the only validation we will accept. The approved site address must be the same on both the application and the site plans.

Heather Renfroe: _____
(Initials)

☐ 2. The District Commissioner's acknowledgement of the proposed commercial site.

District Commissioner's Signature

☐ 3. A completed Commercial Site Application along with a \$50.00 fee (checks shall be made payable to the Madison County Commission).

☐ 4. Hydrologic and hydraulic calculations for appropriate design conditions and facilities, including detention/retention facilities, and reservoir routing calculations. (*If more than 5 pages, it must be a PDF*)

☐ 5. PDF of final plans. (Submit after plans are approved and before they can be picked up.)

☐ 6. Site Plan(s) and construction drawing(s).

REQUIRED ON PLANS

☐ 1. Plans stamped by a Professional Engineer registered in the state of Alabama.

☐ 2. Site address, Name/Address of Owner, Name/Address of engineer.

☐ 3. Location of the nearest fire hydrant.

☐ 4. Vicinity Map.

☐ 5. Best management practices (erosion and sedimentation control measures).

☐ 6. ADA/Handicap accessibility features, if applicable.

☐ 7. Existing property or parcel boundary with reference to deed.

☐ 9. Existing and proposed contours at intervals no greater than 2 feet with at least one benchmark required, including reference to horizontal datum and the elevation relative to National Geodetic Vertical Datum (NGVD). Contours shall extend to the centerline of all roads/streets bordering the site and 50 feet beyond the boundary of the property.

CERTIFICATES REQUIRED ON PLANS

☐ 10. Certificate of utility availability for water and/or sanitary sewer service as required.

The _____ has reviewed the required submission material for the proposed Subdivision in sufficient detail to determine that service can be made available.

(Signature)

(Date)

☐ 11. Flood Zone Certificate:

I, _____, the engineer of record, certify that, by graphic overlay only, the proposed site shown hereon is within flood hazard area [insert flood hazard area as required] shown on the most current FEMA map for Madison County. The base flood elevation for the proposed structure is _____ ft. I further certify that the proposed site show hereon complies in all respects with the Madison County Flood Damage Prevention Ordinance, as last revised.

Firm Panel #: _____

Engineer Name: _____

Dated: _____

AL License #: _____

☐ 12. AASHTO Certificate

The intersection site distance and geometric design of this site plan meets specifications set forth in the prevailing AASHTO standards.

Commercial Site Application

Commercial Site Name: _____

Approved Site Address: _____

ENGINEERING FIRM: _____

Firm Address: _____

Engineer: _____ PHONE: _____

Email Address: _____

CONTACT PERSON: _____ PHONE: _____

Email Address: _____

OWNER: _____

Address: _____

Contact Person: _____

Email Address: _____

PHONE: _____

Email Address: _____

OFFICE USE ONLY

Paid: Check # _____ Cash _____

Approved By: _____ Date Approved: _____

MS4: YES _____ NO _____ PDF: _____

ON GIS: _____ Notified Inspection: _____

FILE # _____ Tag # _____